



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

**Education Specialist**  
**(Capacity Building Office - Baghdad)**

**SOLICITATION No.** 11-018

**OPENING DATE:** June 15, 2011

**CLOSING DATE:** July 6, 2011

**MARKET VALUE:** FSN-10 (USD 36,072 – USD 54,108, basic salary p.a.)

**POSITION GRADE:** Full performance grade level for this position is: FSN-10. A training grade level, below FSN-10, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

**BASIC FUNCTION OF POSITION**

The incumbent serves as the Education Specialist in the Mission's Capacity Building Office (CBO). The Education Specialist will provide support in the management of Education programs, as well as input to the design of future programming. The Education Specialist will be tasked with a range of responsibilities including liaisons with Government of Iraq (GOI) counterparts, providing substantive programmatic guidance to Education implementing partners, and participating in relevant inter-agency meetings. Other tasks may include review and approval of workplans and quarterly reports submitted by implementing partners, participating in monitoring and evaluation field visits at the provincial level, and developing recommendations to address any program implementation challenges. The Education Specialist's tasks will be focused on providing support to the Ministry of Education. These tasks will likely include travel throughout the 16 provinces of Iraq. As the Education portfolio expands, the Education Specialist will be tasked with the management of new Education programs. The Education Specialist will also provide professional advice to the Mission Director, other USAID offices, and as appropriate to the U.S. Embassy, other donors and implementing partners on policy and strategy. She/he will also be expected to articulate, orally and in written memos, the status of activities in the Education sector.

The Capacity Building Office (CBO) holds one of the largest and most diverse portfolio's in the USAID/Iraq mission. CBO's current programs include the USAID/Tatweer program, Primary Health Care program and the Health Promotion Program in Iraq (HPPI). A third program which will build on Tatweer's activities is expected to be added to the portfolio in the near future.

**DETAILED DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Education Specialist will include, but are not limited to the following:

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USAID Executive Office / Human Resources  
Baghdad, Iraq Box 47, Unit 47  
APO AE 09870-2047 Office Tel: 202-216-6276 ext. 1298 (U.S.  
number)

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**A. ACTIVITY MANAGEMENT RESPONSIBILITIES: (90%)**

**Education Technical Support: (30%)**

- Acts as Contract Officer's Technical Representative / Assistance Officer's Technical Representative (COTR/AOTR) for Education activities.
- Performs a variety of research, reporting, and analytical duties to provide programmatic and technical management of USAID/Iraq Education activities.
- Maintains current information on the status and processes of Education developments in Iraq, conducts research, independent analysis and interpretation.
- Drafts and processes SO activity documentation for clearance, including Global Acquisition and Assistance System (GLAAS), non-competition and cost share memos, and other approvals and documentation, as required.
- Tracks Education activity expenditures for contract/ grant/ cooperative agreements, including mortgages, obligations, earmarks, commitments, disbursements, accruals and pipelines on activities. Provides reports, as required, on the financial status of activities.
- Provides inputs for Congressional notifications, and taskers and reports related to Education activities.
- As COTR/AOTR, reviews and clears invoices/vouchers to assure compliance with the terms of contracts/grants/ agreements.
- Recommends administrative approvals or brings issues of concern to the attention of the assigned supervisor.
- Recommends actions to USAID/Iraq and USAID/Iraq partners regarding program activities.
- Follows up on these recommendations to ensure implementation. Resolves program issues or brings them to the attention of appropriate staff.

**Partner Communications and Liaison: (20%)**

To maintain dialogue in support of Education activities; build cooperation with Iraqi partners and counterparts; maintain timely management of activity functions and procedures; collect and verify information on program/project planning and implementation (e.g. statistics, activity progress reports, and proposals); and monitor and evaluate existing activities in the Education sector, the Education Specialist will liaise with GOI, non-governmental organizations, cooperating agencies and implementing partners. Communication may be in person, by phone or written communication, in English and/or Arabic as the situation requires.

**Official Interaction and Association: (20%)**

The Education Specialist will be required to build and maintain a productive professional working relationship with all USAID employees (e.g., USAID/Iraq, USAID/Middle East Region, and USAID/Washington), other USG and donor agencies, local and national government officials, and specific stakeholders in Iraqi society that have an interest in Education activities and programs.

**Monitoring & Evaluation: (20%)**

The Education Specialist will assume a key role in the regular monitoring and evaluation of Education activity implementing partners. He/she will perform site visits to program locations in, as well as outside, Baghdad to monitor the performance of programs and to keep abreast of program developments. The incumbent will consult closely with the Program Office and provide substantial technical guidance to one or more activity-specific Performance Monitoring Plans (PMPs), support the CBO in monitoring and evaluating performance of contractors/grantees implementing Education activities, including measuring program progress against established goals; conduct inquiries into effectiveness of grantee/ cooperative agreement operations; collect



and distribute partner reports, and maintain report tracking systems. She/he will monitor partners' work plans and achievements and provide direction on implementation; contribute to the collection and synthesis of performance data from USAID/Iraq's cooperating agencies, local partners, and other international organizations for the Education Performance Monitoring Plan (PMP); and contribute quantitative and qualitative input into the Mission's Annual Report.

As requested, she/he will serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID/Iraq assistance to support Education development, cross-cutting themes or other sectors.

#### **B. PERFORMS OTHER DUTIES AS REQUIRED (10%)**

The Education Specialist will, as required, join in preparation of special briefings and, may accompany visitors to explain activities and liaise with implementing partners and Iraqi government or private sector counterparts. She/he will support the organization of USAID Mission events and represent USAID in relevant donor coordination events. The incumbent will be expected to broaden his/her knowledge of the other activities in the Capacity Building Office and Mission, and to provide support when workloads are extreme or when other Specialists are on leave.

#### **MINIMUM QUALIFICATIONS AND SELECTION CRITERIA**

**a. Education (20%):** A university/college degree in basic education, early childhood education, literacy, teacher training or relevant field.

**b. Prior Work Experience (30%):** With a university or college degree, the position requires a minimum of five (5) years' experience in Education development or a related field, preferably with experience with a U.S. government agency, international/local organization, international donor, Iraqi governmental or private organization. With a graduate degree, the position requires a minimum of three (3) years' experience in Education development or a related field, preferably with experience with a U.S. government agency, international/local organization, international donor, Iraqi governmental or private organization.

**c. Language Proficiency (20%):** Level IV (fluent) English and Arabic is required, including reading and writing.

#### **d. Knowledge, Skills and Abilities (30%):**

- Knowledge of the concepts and principles in modern techniques and practices in Education.
- Knowledge and understanding of the current situation of the education sector in Iraq.
- Knowledge of the economic, political, social and cultural characteristics of Iraq that affect the education sector.
- Proven ability to work independently with minimal supervision or guidance.
- Attention to detail and ability to complete work by established deadlines.
- Ability to effectively manage more than one activity at a time, to work from oral or written instructions, to organize, prioritize, and complete assignments with minimal oversight.
- Ability to quickly and accurately draft documents that meet USAID organizational standards, to objectively furnish information and advice in assigned areas and to work effectively as a team member in USAID/Iraq's culturally diverse Mission environment.
- Strong interpersonal skills to establish and maintain strong contacts with counterparts both inside and

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outside of USAID and to explain USAID's Education activities, strategy, and objectives at different levels.

- Ability to identify, assess and resolve impediments to project implementation.
- Ability to analyze data and to report findings, including recommendations for subsequent planning and implementation.
- Ability to keep abreast of the issues in the Education sector and to package this information for easy access and use by other mission personnel.
- Excellent computer skills including all Microsoft Office applications, such as Word, Excel, and Power Point, and other data management.

### **How to apply for this Solicitation**

Interested applicants MUST submit the following materials:

- Most current Curriculum vitae or resume;
- Complete and hand-signed federal form OF-612 which is available at the USAID websites, [www.usaid.gov/forms/](http://www.usaid.gov/forms/), or at Federal offices;
- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov).

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

**Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.**

**Late, incomplete or unsigned applications will NOT be considered.**

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID Iraq  
EXO/Human Resources  
Job Application  
USAID Compound  
Email: [iraq-jobs@usaid.gov](mailto:iraq-jobs@usaid.gov)  
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